

2019 BID SPECIFICATION

PROGRAM #: 539

STANDARD PROGRAM: Delinquency Unit Case Manager

TARGET POP: Children/Youth

YEAR: 2019

UNITS: Actuals

CLIENTS: N/A

ALLOCATION: TBD

UNIT DEFINITION: Actual Expenses

GEOGRAPHICAL AREA TO BE SERVED: Racine County

DAYS/HRS OF SERVICE AVAILABILITY: Monday-Friday, 8:00 a.m.-5:00 p.m. with some evenings, weekends and on-call hours possible

MINIMUM STANDARDS:

Provider must agree to comply with the following terms and conditions:

- Standard contract language
- Certification standards where applicable
- Fiscal and program reporting criteria
- Allowable Cost Policy
- Audit criteria
- Policies and procedures as defined in Racine County Human Services Department Contract Administration Manual
- Maintain adequate liability coverage
- Civil Rights/Affirmative Action Policies
- Criminal background checks for staff
- Drug screening, driver's license checks and reference checks
- Human Resources Condensed Policy Manual for Student Interns, Volunteers, Temporary Agency and Contracted Staff.
- Payment of all wages, payroll taxes, worker's compensation, social security, federal and state unemployment insurance and any and all other federal and state taxes relating to the staff
- Fair Labor Standards Act
- Withholding payroll taxes, paying unemployment insurance, worker's compensation and social security contributions
- Complete performance evaluations and discipline and maintain employment records
- Recognize that authorization for services is approved by Racine County Human Services Department.
- All informational materials (program descriptions, brochures, posters, etc.) must identify it as a RCHSD program through the use of a standardized RCHSD format provided by Racine County.
- The program must be identified as a RCHSD program in all public presentations and media contacts/interviews.
- All Provider external vacancies shall be advertised on JobCenterofWisconsin.com and Indeed.com

PROGRAM DESCRIPTION:

Vendor will provide one (1) contracted staff and payrolling services for the following:

Delinquency Unit Case Manager

To provide case management services for youth develop and maintain a relationship with the court and legal system; document casework activities and provide evaluation, advocacy and follow-up to youth and their families throughout their court involvement.

Basic Function

1. Review and analyze information relating to child or caregiver's social, psychiatric and medical history to learn the nature of the functional limitations as well as strengths each child and family member present.
2. Obtain and assess relevant information regarding juvenile's development, i.e., social, familial, medical and vocational strengths.
3. Conduct family and individual risk and needs assessments as well as continually assess the safety of youth on the caseload.
4. Provide youth and family with appropriate information regarding services offered by the Human Services Department or the community.
5. Conduct a thorough assessment of youth's strengths, needs and individual and family resources. Provide the juvenile court with recommendations regarding services, treatment and disposition.
6. Develop a treatment plan in conjunction, consultation and cooperation with the youth's family and all others involved in the youth's life in accordance with statutory guidelines. This treatment plan should outline the services to be provided by the Human Services Department and contracted agencies and set reasonable goals and time frame.
7. Monitor the youth's compliance with the established court order and relevant programs; review and revise permanency plans as necessary.
8. Refer to and coordinate the various services to implement the treatment plan.
9. Produce accurate and timely documentation and reports including but not limited to assessments, treatment plans, progress reports and court reports in order to insure compliance with federal and state requirements; maintain necessary eWISACWIS documentation supporting these activities.
10. Prioritize and organize time to cover assigned area and manage caseload in equitable manner.
11. Maintain knowledge of pertinent departmental, state and federal policies, rules and regulations including state statutes 48 and 938, Access and Ongoing standards.
12. Maintain contacts with the juvenile court, District Attorney, Public Defender and legal community that deal with and serve the youth population.
13. Provide appropriate linking mechanisms as indicated by the Court disposition.

EVALUATION OUTCOMES:

1. 100% of referred candidates will meet minimum qualifications per the job description provided by Racine County.
2. 90% of vacancies will be filled within 60 days of initial posting.
3. 90% of employees will maintain a position within Racine County for the calendar year, maximizing employee retention.

An Evaluation Outcome Report must be submitted to Racine County HSD Contract Compliance Monitor by 2/1/20.